

Kim Foster, City Manager
James Smith, City Attorney
Jennifer Morris, Community Development
Director
Jessica Crouch, Admin Asst. to City Manager
Rebecca Renkel, Admin Asst. to Building,
Codes, & Stormwater
Mike Brown, Building Inspector
Caleb Murnane, Stormwater Manager



Rachel Terrell, Chairman
Richard Edwards, Vice Chairman
Brent Greer, Secretary
Kathy Ray, Planning Commissioner
Jackie Jones, Planning Commissioner
Tara Wilson, Planning Commissioner
Dickie Mobley, Planning Commissioner

**CITY OF PARIS, TENNESSEE
PARIS MUNICIPAL REGIONAL PLANNING COMMISSION**

**CITY HALL COURTROOM
November 14, 2024
5:00 P.M.**

****AMENDED****

Regular Meeting

Call to Order: Rachel Terrell, Chairman

Roll Call: Rebecca Renkel, Recording Secretary

Pledge of Allegiance and Prayer

Approval of the Minutes of Previous Meetings: October 10, 2024 – Regular Meeting

Board Will Hear Comments from Citizens

Board Will Hear Comments from the Commission

OLD BUSINESS

- 1.) Request to change the Home Occupancy Ordinance - Signum Inscriptum (Randy Evans) - Byrd Rd (Fairview Subdivision)

NEW BUSINESS

- 1.) Annexation Request – HWY 218 and 79 S (Circle K) – Resolution No. 1711
- 2.) Site Plan – TNA Holdings, LLC - 1116 N Market Street

OTHER BUSINESS

- 1.) None

Adjournment

OLD BUSINESS
AGENDA ITEM #1

Request for Ordinance Change – Home Occupancy – Byrd Rd (Fairview Subdivision)

Background: A homeowner has requested a modification to the Home Occupancy Ordinance specifically for the Fairview Subdivision on Byrd Rd. *The Planning Commission deferred this item to the October agenda by requesting staff draft a new ordinance to allow home occupancy in outbuildings with conditions to bring forth at the October meeting.* Below is the draft proposal submitted to the City of Paris for this change. Currently, Home Occupancy Ordinance 11-811 states:

- “The home occupation shall be limited to fifteen (15) percent of the total area of the first floor of the residence. No home occupation shall be conducted outdoors, or in any garage or carport attached to the residence.”
- “Accessory Buildings. No garage, carport, shed, or any other building or space outside or not attached to the principal building shall be used for home occupation purposes.”

Analysis and Recommendation: After researching home occupation regulations in other cities, staff have found that these ordinances are generally consistent. Nearby cities permit home occupations only in R-1, R-2, and R-3 zones and prohibit them in outbuildings. Additionally, they restrict home occupations to 15-25% of the total area of the first floor of the residence.

Staff recommends the following:

1. Maintain the current ordinance.
2. Permit home occupations in accessory buildings with the following conditions:
 - a. Adhere to existing conditions related to traffic, nuisance controls, utilities, signs, etc.
 - b. Specify a total floor area for home occupation use within the accessory building.
 - c. Prohibit rentals; home occupations should only be allowed under the owner of the residence.

Proposed change in the home occupancy ordinance for the Fairview Subdivision below:

Proposal to change the home occupancy ordinance for the Fairview Subdivision to permissible with the following guidelines.

Any business operating in the Fairview Subdivision cannot be open to the public, and will have necessary permits and licences.

Square footage of the exterior building cannot be more than 60 percent of the square footage of the home.

Exterior buildings used for small business will have a dedicated electric service, separate from the home meter.

The residential character of the lot and dwelling must be maintained. Signs, displays of goods visible from the outside, or any exhibit indicating the location is being used for any purpose other than a residence are prohibited.

Prohibited types of home occupations include manufacture or repair of automobiles and other transportation equipment, repair of equipment that takes place outdoors, outdoor storage of construction, scrap, or salvage materials.

Any noise or odor produced by the business will be made Monday thru Friday, 8:00 a.m. - 4:00 p.m.

All waste, refuse, and scrap materials will be out of sight of neighbors view and street view and is the responsibility of the business owner to arrange transfer to the transfer station at the landfill unless other arrangements are made. No waste, refuse, or scrap materials generated from the business will be allowed at the curb at anytime.

Deliveries from vendors cannot be more frequent than the average that the residents receive on the street where the business is located.

NEW BUSINESS

AGENDA ITEM #1

Annexation Request - HWY 218 and 79 S (Circle K) - Resolution No. 1711 (Plan of Services)

Background: City of Paris has received an inquiry from a developer just outside the city limits who would like to have sewer service and be annexed into the City of Paris. Since this is a multifaceted and complicated subject, staff would like to bring this request to you for recommendation. Colliers Engineering and Design has requested annexation on behalf of Circle K at Hwy 218 and 79 S. The developer is requesting 6 parcels be annexed. The resolution outlines a comprehensive Plan of Services, which includes essential amenities such as water and sewer systems, road maintenance, and public safety.

Staff have forwarded the proposed annexation request to utilities. More information will be available at the meeting.

Analysis and Recommendation: The City Commission has reviewed the request for annexation and referred to the Planning Commission for recommendation of this request and Plan of Services.



7050 West Saginaw Highway, Suite 200 Lansing, MI 48917
Main: 877 627 3772
www.colliersengineering.com



August 26, 2024

City of Paris
100 North Caldwell

Paris, TN 38242

Dear Ms Foster,

Circle K, on behalf of:

Harry T Moody - (Parcel 1) Jack Hill Rd Deed Book 244, Page 150, Map 117, Parcel 044.00

Larry I Smith - 978 Old Mckenzie Hwy (Parcel 2) Record Book 4, Page 145, Map 117, Parcel 045.00

Larry I Smith - Hwy 79 S (Parcel 2A) Record Book 70, Page 700, Map 117, Parcel 049.01

William Patrick Smith - 980 Old Mckenzie Hwy (Parcel 3) Deed Book 588, Page 110, Map 117, Parcel 046.00

Nathaniel A Smith - Hwy 79 S (Parcel 4) Record Book 30, Page 833, Map 117, Parcel 047.00

Larry I Smith - Hwy 79 S (Parcel 5) Record Book 20, Page 77, Map 117, Parcel 049.00

is officially requesting the above referenced parcels to be annexed.

Sincerely,

Colliers Engineering & Design, Inc.

Jennifer Smith
Project Engineer



August 29, 2024

Honorable Kim Foster, City Manager
City of Paris
100 N Caldwell St
Paris, TN 38242

Ms. Foster,

As a representative of the owners of parcels listed below, I am requesting annexation into the city limits of Paris, TN. Thank you for your attention to this request.

Map 117	Parcel 044.00
Map 117	Parcel 045.00
Map 117	Parcel 046.00
Map 117	Parcel 047.00
Map 117	Parcel 049.00

Respectfully,

A handwritten signature in blue ink that reads 'Patrick Smith'. The signature is written in a cursive style with a long, sweeping underline.

Patrick Smith

RESOLUTION NO. 1711

A RESOLUTION ADOPTING A PLAN OF SERVICES FOR THE ANNEXATION OF HWY 79 S / HWY 218 BY THE CITY OF PARIS, TENNESSEE.

WHEREAS, Tennessee Code Annotated § 6-51-102 requires that a plan of services be adopted by the municipal governing body prior to passage of an annexation ordinance and

WHEREAS, the area proposed for annexation to the City of Paris is adjoining the existing boundaries of the City of Paris and not in any other municipality's Urban Growth Boundary, as required by law, and is described as follows:

MAP 117	PARCEL 044.00
MAP 117	PARCEL 045.00
MAP 117	PARCEL 046.00
MAP 117	PARCEL 047.00
MAP 117	PARCEL 049.00
MAP 117	PARCEL 049.01

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF PARIS, TENNESSEE:

Section 1. Pursuant to the provisions of T.C.A. § 6-51-102, there is hereby adopted, for the area bounded as described above, the following plan of services:

A. Police

1. Patrol, response to calls, and other routine police services, using present personnel and equipment, will be provided on the effective date of annexation.
2. Traffic signals, traffic signs, street markings, and other traffic control devices will be installed as the need is established by appropriate study and traffic engineering standards.

B. Fire Services

1. Fire protection by the present personnel and equipment of the fire department will be provided on the effective date of annexation.

C. Water

1. Water for domestic, commercial, and industrial use will be provided at current city rates, from existing city lines, on the effective date of annexation, and thereafter from new lines as deemed necessary under current city policies and procedures concerning density, development patterns, and future development plans.
2. In those parts of the annexed area currently served by the Board of Public Utilities / Paris Utility Authority, the above time periods will begin on the date of acquisition by the city of said District or parts thereof, which may be delayed by negotiations and/or litigation.

D. Wastewater

1. The necessary interceptor and trunk sewer lines to serve the substantially developed annexed areas will be completed in one year.

2. Any Contractor(s) hired to construct and/or install infrastructure will do so in compliance with the standards set by the Paris Utility Authority, and upon completion of construction and certification that construction was completed in a manner acceptable to the Paris Utility Authority, the Paris Utility Authority will assume responsibility for maintenance of the infrastructure related to wastewater.
3. Construction of collector lines in the substantially developed annexed areas will be completed within one year. Residences, commercial, and industrial properties will then be connected to the wastewater system in accordance with current policies of the city.

E. Refuse Collection

The same regular refuse collection service now provided within the city will be extended to the annexed area within one week after the effective date of the annexation.

F. Streets

1. Emergency maintenance of streets is currently provided by the State of Tennessee and will continue effective date of annexation.
2. Routine maintenance, on the same basis as in the existing city, will begin in the annexed area immediately based on the annexed population. (July 1 following the annexation effective date.)
3. Reconstruction and resurfacing of streets, is provided by the State of Tennessee and will continue effective date of annexation.
4. Installation of storm drainage, and construction of curbs, gutters, and sidewalks will be accomplished under existing city policies.
4. Regular cleaning of streets with curbs and gutters will begin within _____ week(s) after the effective date of annexation on the same basis as in the existing City limits and to the extent such is maintained by the City of Paris, Tennessee and not the State of Tennessee.

H. Inspections and Code Enforcement

Any inspection services now conducted by the city Building and Codes Department will begin in the annexed area on the effective date of annexation.

2. Planning and Zoning

The planning and zoning jurisdiction of the city will extend to the annexed area on the effective date of annexation. City planning jurisdiction and regulation will thereafter encompass the entirety of the annexed area. A study will be required before specific zoning can be adopted, which should be completed within 3 months. The annexation ordinance will temporarily zone all property in the annexed area as most restrictive residential district (R-1 Single Family) until a zoning district has been adopted by the City Commission.

J. Street Lighting

Streetlights will be installed in substantially developed commercial and residential areas within six months after the effective date of annexation, using the prevailing standards in the existing city.

Section 2. This resolution shall become effective from and after its adoption.

Resolved this 5th day of December, 2024.

Mayor

Finance Director

NEW BUSINESS

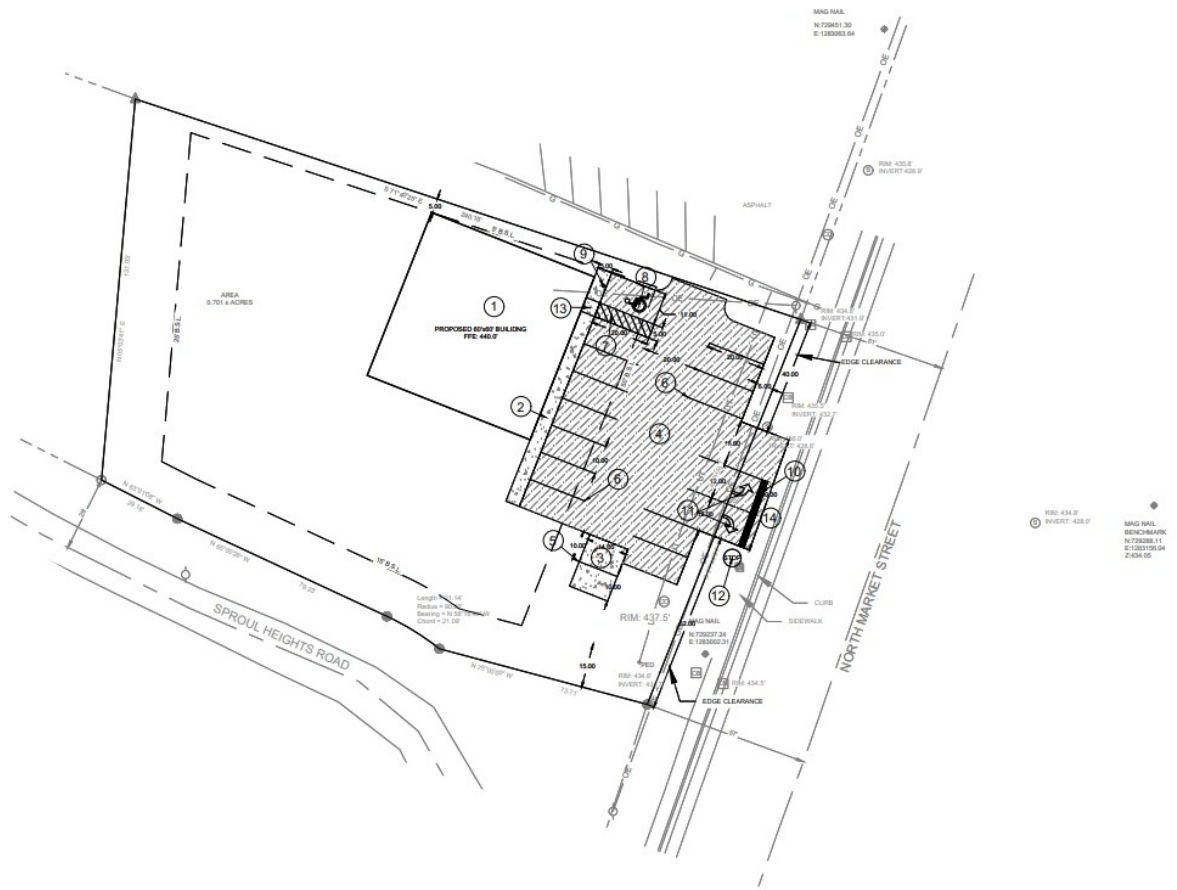
AGENDA ITEM #2

Site Plan - TNA Holdings, LLC - 1116 N Market Street

Background: TNA Holdings, LLC has submitted a site plan for 1116 N Market Street. The proposed development is a retail building.

Analysis and Recommendation: The proposed development consists of a commercial retail building for a combined total square footage of 3,600 square feet. The total land area of the proposed development is 0.70-acre site. This site meets all zoning requirements (P-B Planned Commercial District). The setback requirements for this lot are (Front: 50 ft., Side: 20 ft., Rear: 25 ft.).

A complete recommendation will be provided at the meeting. This site plan is still under review by local City of Paris staff and utilities.



OTHER BUSINESS

None